



# City of Nashua

## Central Purchasing

229 Main Street

Nashua NH 03060

February 27, 2015

### **REQUEST FOR PROPOSALS**

#### **Nashua Wastewater Treatment Facility (NWTF) Equipment Replacement Fund (WERF) List Updates RFP0378-032615**

The City of Nashua, Division of Public Works, is seeking proposals from experienced consultants with expertise in Wastewater Plant Equipment processes to review and update the existing Wastewater Equipment Replacement Fund (WERF) list currently maintained at the at the Nashua Wastewater Treatment Facility (NWTF), 2 Sawmill Road, Nashua, NH 03060.

The project consists of field checking all plant equipment for completeness, providing input on updating the current WERF list with any new plant equipment information, determining replacement costs for each equipment item, prioritization of equipment replacement based on equipment age and criticality, assessing future projects to consolidate, integrate, and determine replacements costs for the equipment replacement schedule. There will also be one or two workshops to present findings and obtain feedback from Plant staff.

The selected consultant will have **30 calendar days**, from the Notice to Proceed, to complete the tasks and present to the City (**see Scope of Services attached**). An additional **10 calendar days** will be allowed for any final comments by the City to incorporate into the list.

### **INSTRUCTIONS TO VENDORS:**

Proposals must be submitted on the Bid Form (Page 5 of this document) **in triplicate (one (1) original and two (2) copies) of same** in a sealed envelope plainly marked **"NWTF WERF List Updates"** and must be received at the City Purchasing Department, Lower Level, 229 Main St, City Hall, Nashua, NH 03060 prior to **3:00PM on Thursday, March 26, 2015**.

Postmarks or other timestamps will not be accepted in lieu of actual delivery. The firm can use whatever delivery mechanism it chooses as long as it remains clear that the firm is responsible for submission prior to the date and time.

Delivery of Proposals shall be at the consultant's expense. The time of receipt shall be considered when the Proposal has been officially documented by the Purchasing Department, in accordance with its established policies, as having been received at the location designated above. The City of Nashua accepts no responsibility for mislabeled mail. Any and all damage that may occur due to shipping shall be the consultant's responsibility.

The City of Nashua assumes no liability for payment of costs and expenses incurred by any bidder in responding to this request for proposals. All proposals become the sole property of the City of Nashua. This request for proposal is not a contract and alone shall not be interpreted as such but rather serves as an instrument through which proposals are solicited.

Related documentation, including a **sample** Professional Services contract, is available for downloading on the City's website, [www.nashuanh.gov](http://www.nashuanh.gov), under Citizens Favorites, Current Bid Opportunities, and documents **RFP0378-032615, RFP0378-032615 SAMPLE CONTRACT, AND RFP0378-032615 WERF LIST**. Results of the opening will be posted on the City's website, under Bid Results, within twenty-four (24) hours of the opening.



A **MANDATORY** pre-bid conference to discuss the project is scheduled to begin promptly **on Tuesday, March 10, 2015 at 2:00PM at the Wastewater Treatment Facility, 2 Sawmill Road, Nashua, NH 03060 in the Administration/Control Building Conference Room. You or your representatives are required to attend this meeting if you intend to submit a bid.** The meeting is an opportunity for the City to provide an overview of the project and its objectives, and for participants to request additional information directly from City staff managing or participating in the project.

The project timeline is as follows:

	Date	Time/Place
Mandatory Pre-bid Meeting	Tuesday, March 10, 2015	2:00PM 2 Sawmill Road, Nashua, NH 03060
Deadline for Vendor Questions to be submitted in writing*	Wednesday March 11, 2015	3:00pm
Answers/Clarifications posted	Friday, March 13, 2015	3:00pm
Bids Due	Thursday, March 26, 2015	3:00PM Purchasing Dept. 229 Main Street
Contract Award	To be determined	N/A

\*-All inquiries concerning this Request for Proposals including, but not limited to, requests for clarifications, questions, and any changes to the RFP, shall be **submitted in writing** to the City's project manager:

William Keating  
Division of Public Works  
2 Sawmill Road  
Nashua, NH 03060  
Email: [keatingw@nashuanh.gov](mailto:keatingw@nashuanh.gov)

Vendors are encouraged to submit questions via email; however, the city assumes no liability for assuring accurate/complete email transmission/receipt and is not responsible to acknowledge receipt. **Inquiries** must be received by the city's project manager (see above) **no later than Wednesday, March 11, 2015 at 3:00PM.** Inquiries received later than this date shall not be considered properly submitted. The City will consider all timely-received questions and requests for change, and, if reasonable and appropriate, will issue an addendum to clarify or modify this RFP. Answers to vendor submitted questions and other addenda will be posted under document **RFP0378-032615** on the City of Nashua website: [www.nashuanh.gov](http://www.nashuanh.gov), under Citizens Favorites, Current Bid Opportunities, no later than Friday, March 13, 2015 at 3:00PM.

To be eligible for an award, a bidder must be deemed "responsible". A responsible bidder 1) has the ability, capacity and skill to provide the goods or services required; 2) can provide the goods or services within the time frame specified; 3) has a satisfactory record of integrity, reputation, judgment and experience; 4) has sufficient financial resources to provide the goods or services; 5) has an ability to provide future maintenance and support as required; and 6) has developed a positive track record within the City of Nashua to the extent the bidder has previously provided goods or services.

The City of Nashua may reject any or all of the bids on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim or cause of action by any unsuccessful bidder against the City of Nashua. The city reserves the right to wave any irregularities when the public interest will be served thereby. The city also reserves the right to negotiate any change or amendment in any bid without soliciting further bids if the action is necessary for the best interest of the City.

All proposals are binding for sixty (60) days following the deadline for submittals, or until the effective date of any resulting contract, whichever is later.

The selected vendor shall carry and maintain in effect during the performance of services under this contract:

- General liability insurance in the amount of \$1,000,000 per occurrence; \$2,000,000 aggregate;
- \$1,000,000 Combined Single Limit Automobile Liability;  
  - \***coverage must include all owned, non-owned and hired vehicles.**
- \$1,000,000 Professional Liability; and
- Workers' Compensation Coverage in compliance with the State of NH Statutes, \$100,000/\$500,000/\$100,000.

Final terms and conditions will be negotiated between the City and the selected finalist prior to the time of award.

The City of Nashua may reject any or all of the submittals on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim or cause of action by any unsuccessful bidder against the City of Nashua. The City reserves the right to waive any irregularities when the public interest will be served thereby. The City also reserves the right to negotiate any change or amendment in any submittal without soliciting further bids if the action is necessary for the best interest of the City.

The City is exempt of all taxes. All consultants must comply with all Equal Employment Opportunity laws and regulations.

Pursuant to NRO5-71 (A), the City of Nashua supports the concept of purchasing products which are biodegradable, can be or have been recycled, or are environmentally sound. Due consideration will be given to the purchase of such products. If you are bidding on any such products which qualify, please so indicate in a cover sheet by item number and description.

Pursuant to NRO 5-78 (F), the purchasing manager shall not solicit a bid from a contractor who is in default on the payment of taxes, licenses or other monies due the city. Therefore, this bid request is void as to anyone who is in default on said payments.

As noted above, please contact William Keating, via email at [keatingw@nashuanh.gov](mailto:keatingw@nashuanh.gov) with questions relating to this Request for Proposals.

Respectfully,



Mary Sanchez, CPPB  
Purchasing Agent II  
City of Nashua, NH  
[sanchezm@nashuanh.gov](mailto:sanchezm@nashuanh.gov)



**Scope of Services**  
**RFP0378-032615**

The City of Nashua, Division of Public Works, is soliciting proposals from experienced consultants with expertise in Wastewater Plant Equipment processes to review and update the existing Wastewater Equipment Replacement Fund (WERF) list. This list is maintained at the Nashua Wastewater Treatment Facility (NWTF) and is in an Excel spreadsheet format. The goal is to update the list to a more reliable and accurate format so that it can be used by the City in planning the Capital Improvement Program (CIP) and the Wastewater Rate Study.

Specific tasks include the following:

1. Field inspection of all equipment in all 11 plant buildings at the NWTF. Develop an itemized list by building of the equipment observed. Equipment included key items such as pumps, mixers, tanks, generators, roofs, control panels, plant vehicles, etc. that will eventually need to be replaced due to age and wear. Examination of the existing Nashua Wastewater Treatment Facility (NWTF) WERF list should provide a good basis on what to examine and include in an updated WERF list.
2. As a rule of thumb, equipment that costs more than \$10,000 to purchase and install is included in the list. However, items of lesser amount should be included where there are multiple pieces of the same equipment which when added together exceed the \$10,000 criteria. For example, each hypochlorite pump individually is less than \$5,000 but when added together (all the pumps) the cost exceeds \$10,000, hence, each hypochlorite pump is included on the list.
3. Hold a workshop with plant staff to review the initial assessment of plant equipment and discuss any questions or comments that may have arisen.
4. Assess the need for potential future projects where there could be multiple equipment upgrades that could be lumped into a project which may include additional items beyond that shown on the WERF list. For example, replacing the anaerobic digester generator (Wakashau) could become a project which would include piping, ventilation, controls, SCADA upgrades, etc... beyond just replacing the Wakashau generator. This information should be placed separate from the main WERF list and filed in either a new spreadsheet or a new sheet in the WERF Excel file.
5. Take the information determined in item 1 and add any missing information to the existing plant WERF list. Inform WW Plant Engineer of all updates.
6. Revisit each building with WW Plant Engineer and Superintendent to go over location of key equipment and new items added to list.
7. Determine costs associated with each piece of equipment. Include installation costs where needed. Consult with WW Plant Engineer on whether a piece of equipment will require an outside contractor to install or whether it can be installed utilizing in-house staff.
8. Review the existing naming convention, equipment ID and other identifying information associated with equipment on the existing WERF list and provide recommendations on how to improve and/or finalize.
9. Evaluate the existing WERF spreadsheet and provide recommendations on how to better organize it to the Plant Engineer/Superintendent and other staff. Include ideas on how to organize equipment located in the Screening Disinfection Facility (SDF). This treatment facility located offsite from the main plant. The City Wastewater Engineer will input the equipment from this plant in coming months and equipment evaluation of it will not be part of this scope.
10. Review existing means to rank equipment replacement based on age and criticality to the functioning of plant. Determine whether this method is sufficient or if there is a better means to evaluate which equipment to replace first.
11. Finalize the updates to the WERF list and present it to the plant staff in a workshop format.
12. Provide electronic and hard copies of the final WERF list to WW Plant Engineer and Superintendent.

Attached is the latest copy of the existing WERF list for an initial review and evaluation. Any updates to this list will be given out during the mandatory pre-bid meeting. In addition, following the pre-bid meeting, an initial plant tour will be given to those who want to attend. Bidders will be allowed an opportunity for a more thorough examination of the plant with permission from the Wastewater Engineer, Plant Supervisors and/or Superintendent.

The selected consultant will be given a copy of the WERF EXCEL spreadsheet, but not prior to the bid opening.

**Time of completion:** The selected consultant will have **30 calendar days**, from the Notice to Proceed, to complete the list and present to the City. An additional **10 calendar days** will be allowed for any final comments by the City to incorporate into the list.

**BID FORM**  
**RFP0378-032615**  
**WERF LIST UPGRADES PROJECT**

This bid is on a lump sum basis and will include all time, materials, labor and equipment needed to provide the services needed for the WERF list upgrades listed in the 12 items in the Scope of Work.

Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**The bidder agrees to perform all the services listed in the Scope of Services for the WERF list updates at the Nashua Wastewater Treatment Facility for the sum of:**

\_\_\_\_\_ (\$ \_\_\_\_\_)

1. **Supplemental Information:** Provide details of past experience with assisting wastewater plants in creating, maintaining equipment replacement lists. Use additional pages as necessary. Include at least 3 – 5 references with contact information.

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Signature: \_\_\_\_\_